|  |  |  |
| --- | --- | --- |
|  | **Gulfjobseeker.com CV No:** **1401762****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link <http://www.gulfjobseeker.com/feedback/submit_fb.php> |   |
|  |  |

**OBJECTIVE**

To use my skills and potential to assist an organization in achieving its goals which seeking long term career with optimum growth. This objective would be supported by my qualification, in addition to the management experience and multi-lingual command.

**ACADEMIC QUALIFICATION**

* **University of the Punjab, Lahore, Pakistan**

Degree Bachelor of Commerce

Major Subjects Accounting, Economics, Mathematics.

Completion Date 2008.

* **Punjab Board of Technical Education, (TEVTA) Lahore, Pakistan.**

Degree Diploma in Commerce

Major Subjects Accounting, Economics, Statistics &Mathematics.

Completion Date 2006.

* **Punjab Board of Intermediate & Secondary Education (BISE) Lahore, Pakistan.**

Degree Matric

Major Subjects Mathematics, Physics, Biology, Chemistry.

Completion Date 2004.

**WORKING EXPERIENCE.**

* **Microverx Technologies, Lahore, Pakistan.**

Date April 2013 to Present

Job Title Senior Operator

Industry Telecom

I am managing the overall operations of the Department of Operation which includes selection of the way to obtain target, and for web presence of my department. I am responsible for the overall human operation and business resources of my department

* **Hameed Textile Mills Ltd. Pakkoki, Pakistan.**

Date Feb 2011 to Feb 2012.

Job Title Accountant Assistant

Industry Textile

I am managing the accounts, such as mill Cash Demand Statement on daily basis, and also Cash Payment Statement, prepare ledger and other necessary accounts. I am responsible for overall operation relating to Cash.

**COMPUTER SKILLS:**

 Easily Operate “Trade Suite Plus” (Accounts Software)

 Use of MS word, MS Excel and Inpage

 Use of internet like email and browsing

**HOBBIES/ACTIVITIES/LANGUAGES**

* Gardening, reading of books and newspaper blogs.
* English, Urdu, Punjabi

….